

**AGENDA**  
**JEFFERSON COUNTY COMMISSION**  
**FOURTH QUARTERLY SESSION - OCTOBER - DECEMBER 2020**  
**THURSDAY, NOVEMBER 5, 2020**  
**9:30 A.M.**

County Commission Meeting Room  
located at the Old Charles Town Library  
200 E. Washington Street, Charles Town, WV

*\*\*This meeting will NOT be a LIVE broadcast on our website. Instead, it will be accessible live through GoToWebinar. Invites will be posted on Facebook and email alerts.*

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

- October 29, 2020 - Regular Meeting

**APPROVAL OF REQUISITIONS**

- November 5, 2020

**APPROVAL OF ACCOUNTS PAYABLE**

- November 5, 2020

**APPROVAL OF MANUAL CHECKS**

- November 6, 2020

**APPROVAL OF PAYROLL**

- October 29, 2020

**ANNOUNCEMENTS**

- Report if there are changes in the agenda if applicable

## **PUBLIC COMMENT**

**\*\*You may participate in public comment during the virtual meeting by raising your hand. Please submit comments via email to [info@jeffersoncountywv.org](mailto:info@jeffersoncountywv.org). Your comments will be included in the minutes and agenda correspondence. Please include your name.**

## **PRESENTATIONS**

1. 9:45 a.m. **Angie Banks, Assessor**
  - Leave Donation Approval for Employee in Assessor's Office - Possible Executive Session - Discussion/Action
  
2. 10:00 a.m. **Pete Dougherty, Sheriff**
  - New Hires - Discussion/Action
  - Vehicle Donation - Discussion/Action
  - Reserve Deputy - Discussion/Action
  
3. 10:15 a.m. **Michelle Gordon, Finance Director**
  - Discussion of Employee Performance Appraisal for a specific employee - Possible Executive Session - Discussion/Action
  
4. 10:30 a.m. **Lynn Fields, Probate**
  - Approve Fiduciary Commissioner's report on the Estate of Geraldine Bolyard - Discussion/Action
  - Approve and close the estate of Mary Isabelle Ebersole, deceased - Discussion/Action
  
5. 10:45 a.m. **Nathan Cochran, Assistant Prosecuting Attorney**
  - Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues - Discussion/Action
  - Discussion of EEOC Charge #533-2017-00706 and 533-2019-01397 - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #19-P-69 - Discussion/Action
  - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282) - Discussion/Action
  - Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1) - Discussion/Action
  - Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues, and matters related thereto - Discussion/Action
  - Discussion of Jefferson County Circuit Court Civil Action #17-C-174 -

**Discussion/Action**

- Discussion of Jefferson County Circuit Court Civil Action #20-C-20 - Discussion/Action
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters - Discussion/Action
- Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20 - Discussion/Action
- Discussion with Counsel regarding Charles Town City Council changes to Article 147 - Discussion/Action
- Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170) - Discussion/Action

**OLD BUSINESS**

6. Discussion regarding the JCPRC Financial Status due to COVID-19 - Discussion/Action

**NEW BUSINESS**

7. Discuss County Commission meetings in December, 2020 due to holiday on Thursday, December 31, 2020 - Discussion/Action
8. Discuss County Commission meetings - In person or continue virtual meetings - Discussion/Action

**COUNTY ADMINISTRATOR REPORTS**

- Revision of Policies 204 and 217 - Discussion/Action

**COUNTY COMMISSION REPORTS**

9. **ADJOURN**

**CORRESPONDENCE/INFORMATION**

General Election Canvass, November 9, 2020.

Impact Fee Status Report, October 2020 received.

*At all times the County Commission reserves the right to rearrange agenda times because of time constraints and to accommodate the Commission schedule or the public.*



## Minutes

### Jefferson County Commission

Thursday, October 29, 2020

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A meeting of the Jefferson County Commission was held on Thursday, October 29, 2020 during the third quarterly session at 9:30 a.m. The meeting was held via GoToWebinar. Present were Commissioners Jane Tabb, President, Patricia Noland, Ralph Lorenzetti, Caleb Hudson, and Josh Compton. Also present were Stephanie Grove, County Administrator; Sandy McDonald, Deputy County Administrator, and Jessica Carroll, Executive Administrative Assistant (The archived meeting of the Thursday, October 29, 2020 meeting is available on the Jefferson County Commission website.)

#### PLEDGE OF ALLEGIANCE

Commissioner Noland led the Pledge of Allegiance.

#### APPROVAL OF MINUTES

**Motion by Mr. Compton to approve the October 15, 2020 Regular Meeting Minutes as with noted corrections. Motion seconded and unanimously approved.**

#### APPROVAL OF REQUISITIONS

**Motion by Ms. Tabb to approve the Requisitions for October 29, 2020 in the amount of \$15,256.58 to include Requisition Nos. 21010 and 21012. Motion seconded and unanimously approved.**

#### APPROVAL OF ACCOUNTS PAYABLE

| CHECK# | VENDOR NAME | AMOUNT    |
|--------|-------------|-----------|
| 83865  | ADAM WARD   | \$ 108.56 |
| 83866  | AMERIFLEX   | \$ 128.00 |
| 83867  | AT&T        | \$ 131.18 |

|       |  |   |  |               |
|-------|--|---|--|---------------|
| 83868 |  | BHM CPA GROUP INC                           |  | \$ 25,000.00  |
| 83869 |  | BLUE RIDGE MOUNTAIN VOLUNTEER FIRE COMPANY  |  | \$ 55,334.92  |
| 83870 |  | BOLAND TRANE SERVICES INC                   |  | \$ 1,771.00   |
| 83871 |  | BUREAU OF CHILD SUPPORT                     |  | \$ 248.31     |
| 83872 |  | CACH LLC                                    |  | \$ 276.76     |
| 83873 |  | CITY OF CHARLES TOWN                        |  | \$ 153.57     |
| 83874 |  | COAST TO COAST COMPUTER PRODUCTS            |  | \$ 30.16      |
| 83875 |  | CREAMERS WRECKER SERVICE                    |  | \$ 170.00     |
| 83876 |  | CRYSTAL SPRING                              |  | \$ 31.78      |
| 83877 |  | EFTPS IRS TAXES                             |  | \$ 98,660.44  |
| 83878 |  | EMPOWER RETIREMENT                          |  | \$ 5,256.18   |
| 83879 |  | FEDEX                                       |  | \$ 136.68     |
| 83880 |  | FIFTH THIRD BANK                            |  | \$ 120,670.32 |
| 83881 |  | G & TRIPLE T LLC                            |  | \$ 5,670.00   |
| 83882 |  | GUTTMAN OIL CO                              |  | \$ 4,954.68   |
| 83883 |  | IPC TECHNOLOGIES INC.                       |  | \$ 13,676.00  |
| 83884 |  | JEFFERSON CO EMERGENCY SERVICES AGENCY      |  | \$ 13,079.11  |
| 83885 |  | JEFFERSON SECURITY BANK                     |  | \$ 4,699.00   |
| 83886 |  | JEFFREY POLCZYNSKI                          |  | \$ 25.52      |
| 83887 |  | LAURA L KUHN                                |  | \$ 3,250.00   |
| 83888 |  | LISA WALTERS                                |  | \$ 1,226.10   |
| 83889 |  | MATTHEW BENDER                              |  | \$ 338.31     |
| 83890 |  | NATIONWIDE RETIREMENT SOLUTIONS             |  | \$ 849.00     |
| 83891 |  | RANSON POLICE DEPT                          |  | \$ 809.19     |
| 83892 |  | RETIREE HEALTH BENEFIT TRUST                |  | \$ 8,392.00   |
| 83893 |  | SHANNON BURLETT                             |  | \$ 1,378.21   |
| 83894 |  | SHENTEL                                     |  | \$ 1,832.48   |
| 83895 |  | SOFTWARE SYSTEMS INC                        |  | \$ 1,176.00   |
| 83896 |  | TERRY PALMER                                |  | \$ 1,024.11   |
| 83897 |  | THE HARTFORD                                |  | \$ 3,624.88   |
| 83898 |  | THE HARTFORD                                |  | \$ 2,406.65   |
| 83899 |  | TOWN OF BOLIVAR                             |  | \$ 3,341.95   |
| 83900 |  | MOOREFIELD POLICE DEPARTMENT                |  | \$ 307.44     |
| 83901 |  | VERIZON WIRELESS SERVICES LLC               |  | \$ 50.00      |
| 83902 |  | WENDY JENKINS                               |  | \$ 3,250.00   |
| 83903 |  | WV DEPUTY SHERIFF RETIREMENT SYSTEM         |  | \$ 15,410.77  |
| 83904 |  | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM        |  | \$ 47,551.18  |
| 83905 |  | WV REGIONAL JAIL & CORRECTION FACILITY AUTH |  | \$ 65,427.00  |
| 83906 |  | AVALANCHE SERVICE                           |  | \$ 1,162.50   |
|       |  |   |  |               |

|              |  |  |  |                      |
|--------------|--|--|--|----------------------|
| <b>TOTAL</b> |  |  |  | <b>\$ 513,019.94</b> |
|--------------|--|--|--|----------------------|

**Motion by Mr. Compton to approve the Accounts Payable for October 15, 2020 in the amount of \$513,019.94. Motion seconded and unanimously approved.**

| <b>CHECK#</b> | <b>VENDOR NAME</b>              | <b>AMOUNT</b>       |
|---------------|---------------------------------|---------------------|
| 83907         | CAPITAL LIGHTING & SUPPLIES LLC | \$ 641.22           |
| 83908         | CRYSTAL SPRING                  | \$ 37.03            |
| 83909         | WV ENHANCED 911 COUNCIL         | \$ 238.50           |
| 83910         | XEROX CORPORATION               | \$ 1,035.35         |
| 83911         | SHERIFF OF JEFFERSON CO-004     | \$ 11,550.50        |
| <b>TOTAL</b>  |                                 | <b>\$ 13,502.60</b> |

**Motion by Ms. Noland to approve the Accounts Payable for October 22, 2020 in the amount of 13,502.60. Motion seconded and unanimously approved.**

| <b>CHECK#</b> | <b>VENDOR NAME</b>              | <b>AMOUNT</b> |
|---------------|---------------------------------|---------------|
| 83913         | AMANDA MASTERS                  | \$ 79.93      |
| 83914         | BERKELEY GLASS INC              | \$ 12,488.48  |
| 83915         | BUREAU OF CHILD SUPPORT         | \$ 248.31     |
| 83916         | CACH LLC                        | \$ 275.43     |
| 83917         | CASTO & HARRIS INC              | \$ 173.49     |
| 83918         | CHARLES VANGILDER               | \$ 6.03       |
| 83919         | CITY OF CHARLES TOWN            | \$ 153.57     |
| 83920         | COMPTROLLER OF MARYLAND         | \$ 2,263.08   |
| 83921         | DS SERVICES STANDARD            | \$ 608.42     |
| 83922         | DARYLL WIMER                    | \$ 12.69      |
| 83923         | DODSON SEPTIC SERVICE LLC       | \$ 550.00     |
| 83924         | DOUGLAS PITTINGER               | \$ 23.04      |
| 83925         | DR. ROBERT E JONES III          | \$ 1,000.00   |
| 83926         | EFTPS IRS TAXES                 | \$ 105,283.01 |
| 83927         | EMILY MORROW                    | \$ 94.90      |
| 83928         | EMPOWER RETIREMENT              | \$ 5,243.12   |
| 83929         | ESI ELECTRONIC SYSTEMS INC      | \$ 715.41     |
| 83930         | ESS ELECTION SYSTEMS & SOFTWARE | \$ 130.95     |
| 83931         | FEDEX                           | \$ 390.15     |

|              |  |   |  |                   |
|--------------|--|---|--|-------------------|
| 83932        |  | FLEETPRIDE                                      |  | \$ 108.96         |
| 83933        |  | GREG JONES                                      |  | \$ 20.17          |
| 83934        |  | GUTTMAN OIL CO                                  |  | \$ 2,027.28       |
| 83935        |  | J.C. EHRLICH                                    |  | \$ 746.00         |
| 83936        |  | J.D. POWER & ASSOC                              |  | \$ 50.00          |
| 83937        |  | JEFFERSON COUNTY DEVELOPMENT AUTHORITY          |  | \$ 99.98          |
| 83938        |  | JEFFERSON SECURITY BANK                         |  | \$ 4,699.00       |
| 83939        |  | KONE BROOKLYN                                   |  | \$ 1,809.75       |
| 83940        |  | MILLERS SUPPLIES AT WORK                        |  | \$ 25.72          |
| 83941        |  | NENA NATIONAL EMERGENCY NUMBER ASSOC            |  | \$ 284.00         |
| 83942        |  | NATIONWIDE RETIREMENT SOLUTIONS                 |  | \$ 849.00         |
| 83943        |  | ROBERT L PETERSON SR                            |  | \$ 5.81           |
| 83944        |  | RONALD DANTZIC                                  |  | \$ 17.26          |
| 83945        |  | SOFTWARE SYSTEMS INC                            |  | \$ 143.00         |
| 83946        |  | SPECIALTY BUSINESS SUPPLIES                     |  | \$ 1,127.04       |
| 83947        |  | MOOREFIELD POLICE DEPARTMENT                    |  | \$ 420.18         |
| 83948        |  | TRACY P HERRON-RICE                             |  | \$ 515.90         |
| 83949        |  | V.E. MAUCK PLUMBING SPPLY                       |  | \$ 39.24          |
| 83950        |  | WILLIAM POTTER                                  |  | \$ 8.87           |
| 83951        |  | WV BUREAU OF EMPLOYMENT UNEMPLOYMENT COMP. DIV. |  | \$ 7,410.39       |
| 83952        |  | WV DEPUTY SHERIFF RETIREMENT SYSTEM             |  | \$ 16,949.89      |
| 83953        |  | WV PUBLIC EMPLOYEE RETIREMENT SYSTEM            |  | \$ 46,892.50      |
| 83954        |  | WV STATE TAX DEPARTMENT                         |  | \$ 52,641.46      |
| 83955        |  | XEROX CORPORATION                               |  | \$ 2,334.50       |
|              |  |   |  |                   |
|              |  |   |  |                   |
| <b>TOTAL</b> |  |   |  | <b>268,965.91</b> |

**Motion by Mr. Compton to approve the Accounts Payable for October 29, 2020 in the amount of \$268,965.91. Motion seconded and unanimously approved.**

**APPROVAL OF MANUAL CHECKS**

| Check# | Fund | VENDOR                        | Amount       |
|--------|------|-------------------------------|--------------|
| 515    | CS/2 | CITY OF CHARLES TOWN          | \$ 314.00    |
| 516    | CS/2 | JEFFERSON CO COUNCIL ON AGING | \$ 14,909.00 |
| 710    | HD/8 | ATTENTI                       | \$ 2,988.80  |
| 711    | HD/8 | FIFTH THIRD BANK              | \$ 57.56     |

|              |       |                             |                      |
|--------------|-------|-----------------------------|----------------------|
| 330          | FP/57 | JEFFERSON CO FARMLAND PROT. | \$ 97,955.78         |
| 833          | AV/56 | FIFTH THIRD BANK            | \$ 1,330.53          |
| 834          | AV/56 | GLOBAL SCIENCE & TECH       | \$ 10,944.00         |
| 835          | AV/56 | MATTHHEW BENDER             | \$ 354.20            |
| 836          | AV/56 | MONROE                      | \$ 404.50            |
| 837          | AV/56 | SEGRA                       | \$ 616.00            |
| <b>TOTAL</b> |       |                             | <b>\$ 129,874.37</b> |

**Motion by Mr. Lorenzetti to approve the Manual Checks for October 16, 2020 in the amount of \$129,874.37. Motion seconded and unanimously approved.**

| MANUAL CHECKS |        |                              |  |                     |
|---------------|--------|------------------------------|--|---------------------|
| Check#        | Fund   | VENDOR                       |  | Amount              |
| 838           | AV/56  | JUSTTECH LLC                 |  | \$ 361.45           |
| 1253          | IP/249 | SHERIFF JEFFERSON CO -SCHOOL |  | \$ 86,048.45        |
| 1254          | IP/249 | SHERIFF JEFFERSON CO - LAW   |  | \$ 2,466.78         |
| 1255          | IP/249 | SHERIFF JEFFERSON CO - PARKS |  | \$ 6,889.48         |
| 1256          | IP/249 | SHERIFF JEFFERSON CO - EMS   |  | \$ 744.93           |
| <b>TOTAL</b>  |        |                              |  | <b>\$ 96,511.09</b> |

**Motion by Mr. Lorenzetti to approve the Manual Checks for October 23, 2020 in the amount of \$95,511.09. Motion seconded and unanimously approved.**

### **PAYROLL APPROVAL**

**Motion by Ms. Noland to approve the Payroll for October 15, 2020 in the amount of \$274,579.32. Motion seconded and unanimously approved.**

### **PUBLIC COMMENT**

No public comment was received during this meeting.

Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

### **PRESENTATIONS**

1. Angie Banks, Assessor requested the approval of the following Exonerations:

| NAME            | TYPE | DISTRICT | TICKET NO. | AMOUNT   |
|-----------------|------|----------|------------|----------|
| Dillon Crossley | PP   | KD       | 309993     | \$100.14 |

- **Motion by Mr. Compton to approve the Exoneration for Ticket No. 309993 as presented. Motion seconded and unanimously approved.**

| NAME           | TYPE | DISTRICT | TICKET NO. | AMOUNT  |
|----------------|------|----------|------------|---------|
| Chrissie Smith | PP   | CTD      | 304325     | \$22.76 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 304325 as presented. Motion seconded and unanimously approved.**

| NAME          | TYPE | DISTRICT | TICKET NO. | AMOUNT    |
|---------------|------|----------|------------|-----------|
| Nancy Nichols | RE   | SD       | 28692      | \$1122.07 |

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 28692 as presented. Motion seconded and unanimously approved.**

2. Peter Dougherty, Sheriff

a. Grant Awards

- **Motion by Ms. Noland to approve the acceptance of the GHSP award and authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

- **Motion by Ms. Noland to approve the acceptance of the Court Security Grant and authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**
- b. Vehicle Donation
- **Motion by Ms. Tabb to approve the 2010 Ford Explorer (VIN #5546) donation to Bakerton Fire Department. Motion seconded and unanimously approved.**
- c. Bolivar Agreement
- **Motion by Ms. Tabb to accept the modified intergovernmental agreement with the Town of Bolivar as presented and authorize the President of the Commission to affix her signature to the agreement. Motion seconded and unanimously approved.**
3. Eric Anderson, Executive Director, American Red Cross of the Greater Shenandoah Valley – requested the continuation of utilizing Wiltshire Road property for Red Cross disaster resources.
- **Motion by Ms. Tabb to allow the American Red Cross of the Greater Shenandoah Valley to maintain its emergency response presence in Jefferson County by permitting the continued Red Cross use of the Wiltshire Road exterior location, for the purpose of keeping the Red Cross convex trailer, disaster storage shed and Red Cross response vehicle on site. Motion seconded and unanimously approved.**
4. Chad Wallen, GORDON Associates – Sheetz Zoning Map Amendment – request for a public hearing and referral to Planning Commission to review zoning amendment request for the 5.4 acre property identified in Shepherdstown District (9), Map Number 8, Parcel 13, 15.2 and portions of 10.2 and 14.
- **Motion by Mr. Compton to accept the zoning map amendment request, refer to the Planning Commission for review of Comprehensive Plan consistency and to schedule a public hearing before the County Commission on Thursday, December 3, 2020. Motion seconded and passes on a vote of 4-1 with Commissioner Lorenzetti opposing.**

5. Interviews and Appointments to the Jefferson County Board of Zoning Appeals – one BZA alternate position expiring January 1, 2021, January 1, 2022, or January 1, 2023.
  - **Motion by Ms. Tabb to appoint Mikayla Shremshock to the Jefferson County Board of Zoning Appeals as an alternate for a three-year term ending January 1, 2023. Motion seconded and unanimously approved.**
6. Jennifer Myers and David Hill, Jefferson County Parks and Recreation – provided the Commission and the audience with an update on JCPRC financial status due to COVID-19.
  - **Motion by Mr. Compton to approve the JCPRC request for \$80,000 to overcome the COVID impacts of 2019 and the current fiscal period of the 2020 year. Motion seconded.**
  - **Motion by Ms. Noland to table further discussion/action on this item until the November 3, 2020 Regularly Scheduled County Commission meeting. Motion seconded and passes on a vote of 3-2 with Commissioners Compton and Hudson opposing.**
7. Roger Goodwin and Todd Fagan, Department of Planning and Zoning – requested the approval of State Records Management and Preservation Board Grant Application.
  - **Motion by Ms. Noland to approve the RMPB grant application in the amount of \$14,090 and pass the associated Resolution of Support. Motion seconded and unanimously approved.**
8. Alex Beaulieu, Zoning Administrator
  - a. Request total refund of zoning variance fee for Nicholas Derrick
    - **Motion by Ms. Tabb to approve a full refund of a variance fee for \$100.00 for Nicholas Derrick as presented. Motion seconded and unanimously approved.**
  - b. Recommendation from the Planning Commission regarding the proposed text amendment to the Zoning Ordinance regarding Drive Through Restaurants (ZTA20-02), and to request that the County Commission Schedule a public hearing. The draft amendment proposes to change the classification for Drive-Through Restaurants in the Residential-Light Industrial-Commercial zoning district from Conditional Use (CU) to Permitted Use (P). The text amendment proposes revisions to Article 5 District
    - **Motion by Ms. Tabb to schedule a public hearing on December 3, 2020 at to receive input on the draft text amendment to the Jefferson County Zoning**

**Ordinance, File #ZTA20-02, which proposes to allow Drive-Through Restaurants to process by right in the Residential-Light Commercial zoning district. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

- c. Regulations; Section 5.8C.3 Residential-Light Industrial-Commercial (R-LI-C) District; and Appendix C Principal Permitted and Conditional Uses Table Recommendation from the Planning Commission regarding the proposed text amendment to the Zoning Ordinance regarding Commercial Cemeteries (File #ZTA20-01), and to request that the County Commission schedule a Public Hearing in accordance with WV Code 8A. The draft amendment proposes to allow Commercial Cemeteries to process as a Conditional Use in the Rural zoning district, and a Principal Permitted Use (by right) in the Residential-Light Industrial-Commercial and Industrial Commercial zoning districts. The text amendment proposes revisions to Article 2 Definitions; Article 8 Supplemental Use Regulations (creation of Section 8.21 Commercial Cemeteries); and Appendix C Principal Permitted and Conditional Uses Table.
- **Motion by Ms. Noland to schedule a public hearing on December 3, 2020 to receive input on the draft text amendment to the Jefferson County Zoning Ordinance, File #ZTA20-01, which proposes to create provisions to allow Commercial Cemeteries to process in Jefferson County. Motion seconded and passes on a vote of 4-1 with Mr. Lorenzetti opposing.**

9. Nathan Cochran, Assistant Prosecuting Attorney

- Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
- Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
- Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
- Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
- Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
- Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
- Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.

- Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
- Discussion of legal issues regarding proposed solar text amendment including bonding and related matters – Discussion/Action
- Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket no. PCRNPS-04-20 – Discussion/Action
- Review and amendment to policing agreement with Bolivar – Discussion/Action
- **Motion by Ms. Noland to enter into Executive Session to receive legal advice regarding the Department of Interior inquiry of Historic Landmarks Commission activity for docket no. PCRNPS-04-20 and amendments made to Article 147 by the City of Charles Town. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to adjourn from Executive Session and resume regular session. Motion seconded and unanimously approved.**

#### **COUNTY ADMINISTRATOR REPORTS**

- Revision of Policies 204 and 217 – Ms. Grove stated she would present these items at the November 5, 2020 regularly scheduled County Commission meeting.
- Parks and Recreation Building Permits – Ms. Grove stated Parks and Recreation were to begin the construction process on two new projects and needed approval from the Commission since they were the owners of the land.
  - **Motion by Ms. Tabb to approve the request for the Parks and Recreation building permits as presented. Motion seconded and unanimously approved.**

10. The Commission adjourned at 12:36 p.m. on a motion by Ms. Noland. Motion was seconded and unanimously approved.

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Jane M. Tabb, PRESIDENT

Respectfully submitted  
Jessica Carroll  
Executive Administrative Assistant



# REQUISITIONS TO BE APPROVED

November 5, 2020

| DEPARTMENT         | P.O. NUMBER | AMOUNT              | VENDOR           | DESCRIPTION           |
|--------------------|-------------|---------------------|------------------|-----------------------|
| COUNTY COMMISSION  | 21017       | \$ 20,178.70        | DESIGN NINE, CIN | Broadband Study Grant |
| <b>GRAND TOTAL</b> |             | <b>\$ 20,178.70</b> |                  |                       |



Design Nine, Inc.  
 2000 Kraft Drive  
 Suite 2200  
 Blacksburg, VA 24060

# Invoice

|         |           |
|---------|-----------|
| Date    | Invoice # |
| 7/31/20 | 2004065   |

|   |
|---|
| <b>Bill To</b>  |
| Jefferson County Commission<br>124 East Washington St<br>P.O. Box 250<br>Charles Town, WV 25414 |

**PAST DUE**

|          |       |         |
|----------|-------|---------|
| P.O. No. | Terms | Project |
|          |       |         |

| Description                          | Qty | Rate     | Amount   |
|--------------------------------------|-----|----------|----------|
| Broadband study Project, payment 1/5 | 1   | 9,525.00 | 9,525.00 |

|                         |            |
|-------------------------|------------|
| <b>Total</b>            | \$9,525.00 |
| <b>Payments/Credits</b> | \$0.00     |
| <b>Balance Due</b>      | \$9,525.00 |



Design Nine, Inc.

2000 Kraft Drive  
Suite 2200  
Blacksburg, VA 24060

# Invoice

| Date    | Invoice # |
|---------|-----------|
| 10/9/20 | 2004071   |

|   |
|---|
| <b>Bill To</b>  |
| Jefferson County Commission<br>124 East Washington St<br>P.O. Box 250<br>Charles Town, WV 25414 |

| P.O. No. | Terms | Project |
|----------|-------|---------|
|          |       |         |

| Description                                       | Qty | Rate      | Amount      |
|---|-----|-----------|-------------|
| EDDM direct mail of survey (see attached invoice) | 1   | 10,653.70 | 10,653.70   |
| <b>Total</b>                                      |     |           | \$10,653.70 |
| <b>Payments/Credits</b>                           |     |           | \$0.00      |
| <b>Balance Due</b>                                |     |           | \$10,653.70 |

V# 13151

# Wordsprint

design print mail

Blacksburg                      Wytheville  
 540-382-9111                      276-228-6608  
 190 W Spring Street, Wytheville, VA 24382

**DESIGN NINE  
 ANDREW COHILL  
 2000 KRAFT DR STE 2190  
 BLACKSBURG, VA 24060**

## INVOICE

|              |             |
|--------------|-------------|
| Invoice #    | 175808011   |
| Invoice Date | 08/31/20    |
| Date Shipped | 08/20/20    |
| Ship Via     | USPS        |
| Salesperson  | BILL GILMER |
| Terms        | NET 20 DAYS |
| P.O. Number  | a.cohill    |
| Job Number   | 175808      |

| Quantity  | Description                   | Unit Price       | Amount           |
|---|-------------------------------|------------------|------------------|
| 26,656  | EDDM MAILING: JEFFERSON CO WV | 0.15             | 4,080.00         |
| <i>Late payments received after the due date may be charged a late fee of 1.5% per month.</i> |                               | Subtotal         | 4,080.00         |
|   |                               | Sales Tax        | 216.24           |
|   |                               | P & H            | 6,357.46         |
|   |                               | <b>Total Due</b> | <b>10,653.70</b> |

Customer Code : DENI  
 Invoice Number : 175808011  
 Invoice Date : 08/31/2020  
 Invoice Amount : 10,653.70  
 Amount Paid : \_\_\_\_\_

**Remit To:**

**WORDSPRINT  
 190 WEST SPRING STREET  
 WYTHEVILLE, VA 24382**

**Remitter:**

**DESIGN NINE  
 ANDREW COHILL  
 2000 KRAFT DR STE 2190  
 BLACKSBURG, VA 24060**

| DESCRIPTION                 | FUND 001 CO.     |        | TOTAL        |
|-----------------------------|------------------|--------|--------------|
| Gross Wages                 | \$421,515.38     |        | \$421,515.38 |
| 6.2% Tax Payable OASDI      | \$26,073.79      |        | \$26,073.79  |
| 1.45% Tax Payable HI        | \$6,097.97       |        | \$6,097.97   |
| Fed Withholding             | \$40,939.49      |        | \$40,939.49  |
| WV State Withholding        | \$18,582.90      |        | \$18,582.90  |
| PERS Retirement Deduct 4.5% | \$10,263.52      |        | \$10,263.52  |
| PERS Retirement Deduct 6%   | \$5,183.00       |        | \$5,183.00   |
| Hosp. Pre-Taxed             | \$334.00         |        | \$334.00     |
| Cancer/ICU Pre-Taxed        | \$605.87         |        | \$605.87     |
| Cancer/ICU Not Pre-Taxed    | \$939.76         |        | \$939.76     |
| Optional Life Not Pre Taxed | \$0.00           |        | \$0.00       |
| Christmas Club              | \$4,699.00       |        | \$4,699.00   |
| Wage Attach #1              | \$248.31         |        | \$248.31     |
| Wage Attach #2              | \$275.43         |        | \$275.43     |
| Wage Attach #3              |                  |        | \$0.00       |
| DSRS Retirement Deduct 8.5% | \$7,028.01       |        | \$7,028.01   |
| 457 - Nationwide            | \$849.00         |        | \$849.00     |
| 457I - Empower              | \$4,538.12       |        | \$4,538.12   |
| 457R - Roth                 | \$705.00         |        | \$705.00     |
| MD State Tax                | \$850.83         |        | \$850.83     |
| D/VF                        | \$30.78          |        | \$30.78      |
| VA State Tax                | \$158.82         |        | \$158.82     |
| Colonial(Plus)              | \$81.60          |        | \$81.60      |
| Uniforms                    |                  |        | \$0.00       |
| Total Deductions            | \$128,485.20     | \$0.00 | \$128,485.20 |
| Net Wages Total             | \$293,030.18     | \$0.00 | \$293,030.18 |
| Payroll Date                | October 29, 2020 |        |              |



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Angela Banks, Assessor

Department or Organization:

Estimation of amount of time needed for appointment: 15 minutes

Date Requested – 1<sup>st</sup> Choice: **November 5, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): Leave Donation Approval for Employee in Assessor's Office—Possible Executive Session

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N  NO

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*): Move to approve the sick leave donation from the Assessor's sick leave bank to employee within the Assessor's Office and direct the County Administrator to adjust the leave balances accordingly.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector  Y Internet/Wi Fi  Y Telephone for conference call  Y

Contact information:

Email address:

Phone Number:

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable



**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Pete Dougherty

Department or Organization: **Sheriff's Office**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice next meeting

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): New Hires  
Vehicle Donation  
Reserve Deputy

Please provide the County Commission with a description of your request or presentation, including any background information:

To fill the two vacancies created by the Bolivar addendum and BCI, I am requesting the approval of the hire of Charles VanGilder (non-certified) and Ryan Jenkins (certified).

Seeking approval to donate a vehicle to Paw Paw Police Department

Approval for the addition of Anthony Vitale as a Reserve Deputy

Discussion of Sheriff's Office Staffing – possible action

Is this a funding request? Y/N **NO**

If so, how much? \$

Provide exact financial impact/request: none

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

I move to approve the hire of Charles VanGilder and Ryan Jenkins as probationary deputies.

I move to approve the vehicle donation to Paw Paw Police Department.

I move to approve the addition of Anthony Vitale as a reserve deputy.

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address: [pdougherty@jcsdvw.com](mailto:pdougherty@jcsdvw.com)

Phone Number: 304-728-3205

FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Michelle Gordon, Finance Director

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment: 10 minutes

Date Requested – 1<sup>st</sup> Choice: **November 5, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

- Discussion of Employee Performance Appraisal for a specific employee– Possible Executive Session – Discussion / Action

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N  No

If so, how much? \$ NA

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed?      Projector    Y/N  NO      Internet/Wi Fi    Y/N  NO      Telephone for conference call    Y/N  NO

Contact information:

Email address:

Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

*in 2020/2021*



AGENDA REQUEST FORM

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

**NAME:** Lynn Fields

**DEPARTMENT OR ORGANIZATION:** Probate Office

**ESTIMATION OF TIME NEEDED FOR APPT.:** 10-15 MINUTES

**DATE REQUESTED: 1<sup>ST</sup> CHOICE** November 5<sup>th</sup>, 2020

**IF A SPECIFIC DATE IS NEEDED, PLEASE PROVIDE REASON FOR SPECIFIC DATE:**

**SUBJECT:** **Approve the Fiduciary Commissioner's report on the estate of Geraldine Bolyard**

**Approve and close the estate of Mary Isabelle Burch Ebersole, deceased**

**PLEASE PROVIDE THE CO. COMM. WITH A DESCRIPTION OF YOUR REQUEST OR PRESENTATION, INCLUDING ANY BACKGROUND INFORMATION:**

**Nathan Cochran wrote to F.C. David DeJarnett and requested his report on the Bolyard estate, and Mr. DeJarnett is submitting his report for approval.**

**The estate of Mary Ebersole was not eligible to be closed at the regular session in October, and attorney John K. Dorsey is requesting it be closed at a special session.**

**ARE DOCUMENTS ATTACHED:** To follow

**IS A PROJECTOR NEEDED?:** NO

[lfields@jeffersoncountywv.org](mailto:lfields@jeffersoncountywv.org) (304) 728-3210





Name: **Nathan Cochran, Assistant Prosecuting Attorney**

Department or Organization:

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 5, 2020**

*If a specific date is needed, please provide reason for specific date:*

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*):

Please provide the County Commission with a description of your request or presentation, including any background information:

1. Discussion of renewal of County cable franchise agreement, resolution of franchise fee audit, and related issues. Discussion/Action.
2. Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397. Discussion/Action.
3. Discussion of Jefferson County Circuit Court Civil Action #19-P-69. Discussion/Action.
4. Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282). Discussion/Action.
5. Discussion of WV Supreme Court #20-0012 (from Jefferson County Circuit Court Civil Action #19-AA-1). Discussion/Action.
6. Report by counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of Jefferson County Emergency Services Agency; including potential structure, financial issues and matters related thereto.
7. Discussion of Jefferson County Circuit Court Civil Action #17-C-174. Discussion/Action.
8. Discussion of Jefferson County Circuit Court Civil Action #20-C-20. Discussion/Action.
9. Discussion of legal issues regarding proposed solar text amendment including bonding and related matters. Discussion/Action.
10. Discussion of Department of Interior inquiry of Historic Landmarks Commission activity for docket number PCRNPS-04-20. Discussion/Action.
11. Discussion with counsel regarding Charles Town City Council changes to Article 147. Discussion/Action.
12. Report by counsel on opioid case. (Jefferson County Commission v. Purdue Pharmaceutical, et al. US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170) Discussion/action.

Is this a funding request? Y/N

If so, how much? \$

Provide exact financial impact/request:

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain:

Is equipment needed? Projector  Internet/Wi Fi  Telephone for conference call

Contact information:

Email address: Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable

**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)



Name: Jennifer Myers & David Hill

Department or Organization: Jefferson County Parks & Recreation Commission

Estimation of amount of time needed for appointment: 15 min.

Date Requested – 1<sup>st</sup> Choice: ~~October 29, 2020~~ **November 5, 2020**  
If a specific date is needed, please provide reason for specific date:

Date Requested – 2<sup>nd</sup> Choice:

Subject (*Wording to be placed on agenda*): The Jefferson County Parks & Recreation Commission presentation to update the county commission on financial status due to COVID-19.

Please provide the County Commission with a description of your request or presentation, including any background information: The Jefferson County Parks & Recreation Commission will provide a power point presentation to show the commission the impact COVID-19 has had on the department. The powerpoint will include data from last FY, current FY, and all assistance the JCPRC has received from outside sources. The powerpoint will be emailed prior to the meeting on October 29<sup>th</sup>.

JCPRC Respectfully and Responsibly Requests ~~\$150,000~~ <sup>\$160,000</sup> to overcome the COVID impacts of 2019 and the current fiscal period of the 2020 year. We cannot predict what the Spring and Summer of 2021 will entail.

**- Also requesting additional \$25,000.00 to fund additional pavilion if CARES funding will not cover the cost**

Is this a funding request? Y/N Yes  
If so, how much? \$  
Provide exact financial impact/request: ~~\$150,000~~ **\$160,000**

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Approval of a contribution of ~~\$150,000~~ <sup>**\$160,000**</sup> to overcome the COVID impacts of 2019 and the current fiscal period of the 2020 year.

Attach supporting documents for request, or request may be denied.  
If not attached, explain:

Is equipment needed? Projector **Y/N** Internet/Wi Fi **Y/N** Telephone for conference call **Y/N**

Contact information:

Email address: Phone Number:

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/RECOMMENDATION**

not applicable



Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 5, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

**Discuss County Commission meetings in December, 2020 due to holiday on Thursday, December 31 - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? Y/N [Click here to enter text.](#)

If so, how much? \$[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? Projector Y/N [Click here to enter text.](#) Internet/Wi Fi Y/N [Click here to enter text.](#) Telephone for conference call Y/N [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



## **JEFFERSON COUNTY COMMISSION HOLIDAY SCHEDULE 2020 - REVISED**

|                                 |   |
|---------------------------------|---|
| <b>New Year's Day</b>           | <b>Wednesday, January 1, 2020</b>         |
| <b>Martin Luther King's Day</b> | <b>Monday, January 20, 2020</b>           |
| <b>President's Day</b>          | <b>Monday, February 17, 2020</b>          |
| <b>Memorial Day</b>             | <b>Monday, May 25, 2020</b>               |
| <b>Primary Election Day</b>     | <b>Tuesday, June 9, 2020</b>              |
| <b>West Virginia Day</b>        | <b>Friday, June 19, 2020</b>              |
| <b>Independence Day</b>         | <b>Friday, July 3, 2020</b>               |
| <b>Labor Day</b>                | <b>Monday, September 7, 2020</b>          |
| <b>Columbus Day</b>             | <b>Monday, October 12 2020</b>            |
| <b>General Election</b>         | <b>Tuesday, November 3, 2020</b>          |
| <b>Veteran's Day</b>            | <b>Wednesday, November 11, 2020</b>       |
| <b>Thanksgiving Day</b>         | <b>Thursday, November 26, 2020</b>        |
| <b>Day after Thanksgiving</b>   | <b>Friday, November 27, 2020</b>          |
| <b>Christmas Eve</b>            | <b>½ Day, Thursday, December 24, 2020</b> |
| <b>Christmas Day</b>            | <b>Friday, December 25, 2020</b>          |
| <b>New Year's Eve</b>           | <b>½ Day, Thursday, December 31, 2020</b> |

**IN ADDITION TO THE DAYS LISTED ABOVE, THE COMMISSION WILL OBSERVE AS HOLIDAYS, ANY NATIONAL, STATE OR OTHER ELECTION DAY THROUGHOUT THE COUNTY, AND ALL DAYS WHICH MAY BE APPOINTED OR RECOMMENDED BY THE GOVERNOR, OF THIS STATE, OR THE PRESIDENT OF THE UNITED STATES, AS DAYS OF THANKSGIVING, OR FOR THE GENERAL CESSATION OF BUSINESS. ANY DAY OR PART THEREOF, DESIGNATED BY THE GOVERNOR AS TIME OFF WITHOUT CHARGE OF ANNUAL LEAVE FOR STATE EMPLOYEES STATE WIDE WILL AUTOMATICALLY BE DESIGNATED AS TIME OFF FOR COUNTY EMPLOYEES WITHOUT CHARGE AGAINST ANNUAL LEAVE FOR COUNTY EMPLOYEES. ANY ENTIRE OR PART STATE WIDE DAY OFF DESIGNATED BY THE GOVERNOR MAY, FOR ALL COURTS BE TREATED AS IF IT WERE A LEGAL HOLIDAY, AS PROVIDED FOR IN 2-2-1 OF THE WEST VIRGINIA CODE, AS AMENDED.**

**Date: April 16<sup>th</sup>, 2020**

**/s/ Jane M. Tabb**  
**PRESIDENT, JEFFERSON COUNTY COMMISSION**





Name:

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 5, 2020**

If a specific date is needed, please provide reason for specific date: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

### **Discuss County Commission meetings – In person or continue virtual meetings - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#) **Telephone for conference call** **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

| <b><u>FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS</u></b> |
|---|
| <a href="#">Click here to enter text.</a>                               |





**AGENDA REQUEST FORM**  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Name: **Stephanie Grove, County Administrator**

Department or Organization: **County Commission**

Estimation of amount of time needed for appointment:

Date Requested – 1<sup>st</sup> Choice: **November 5, 2020**

*If a specific date is needed, please provide reason for specific date:* [Click here to enter text.](#)

Date Requested – 2<sup>nd</sup> Choice: [Click here to enter text.](#)

Subject (*Wording to be placed on agenda*):

- **Revision of Policies 204 and 217 - Discussion/Action**

Please provide the County Commission with a description of your request or presentation, including any background information:

Is this a funding request? **Y/N** [Click here to enter text.](#)

If so, how much? **\$**[Click here to enter text.](#)

Recommended motion (*Please type out the wording of the motion that you would like the Commission to approve*):

Attach supporting documents for request, or request may be denied.

If not attached, explain: [Click here to enter text.](#)

Is equipment needed? **Projector** **Y/N** [Click here to enter text.](#) **Internet/Wi Fi** **Y/N** [Click here to enter text.](#)

Telephone for conference call **Y/N** [Click here to enter text.](#)

Contact information:

Email address: [Click here to enter text.](#) Phone Number: [Click here to enter text.](#)

**FOR COMMISSION STAFF USE ONLY – FINANCIAL IMPACT/COMMENTS**

[Click here to enter text.](#)



# **NOTICE**

## **General Election Canvass**

The County Commission of Jefferson County will convene as a Board of Canvassers on Monday, November 9, 2020, at 9:30 a.m. for the purpose of canvassing the ballots from the November 3, 2020 General Election.

The Canvass will be held in the Jefferson County Courthouse meeting room located in the County Meeting Room, Old Charles Town Library, Ground Floor, Samuel Street Entrance, 200 E. Washington Street, Charles Town, WV.

Due to the COVID-19 Pandemic restrictions and following the social distancing policy, the audience will not be allowed in the meeting room. The meeting will be broadcasted live and will be placed in the archived files on the Jefferson County Commission website.

By the Order of the Jefferson County Commission  
Jane M. Tabb, President



|                         |   |
|-------------------------|---|
| <p>November 3, 2020</p> | <p>A voter whose legal name has changed may update their registration by filing an affidavit of change of legal name at the polling place on Election Day without using a provisional ballot.</p> <ul style="list-style-type: none"> <li>- W. Va. Code § 3-2-22(d)(2)</li> </ul> <p><b>Post Summary Returns</b><br/> Upon completion of the count, the returns are to be open to the public by posting a summary of the returns as have been tabulated at the central counting center.</p> <ul style="list-style-type: none"> <li>- W. Va. Code § 3-4A-27(e)</li> </ul> |
| <p>November 4, 2020</p> | <p><b>Absentee Ballots Without Postmark Accepted</b><br/> <b>1 day</b> after Election Day, absentee ballots without postmark are accepted if delivered by the US Postal Service or other express shipping service and received by the County Clerk, no later than the day after Election Day. (Does not apply to UOCAVA ballots.)</p> <ul style="list-style-type: none"> <li>- W. Va. Code § 3-3-5(g)(1)</li> </ul>   |
| <p>November 9, 2020</p> | <p><b>Absentee Ballots Postmarked by Election Day Accepted</b><br/> No later than the hour at which the board of canvassers convenes to begin the canvass, absentee ballots by mail shall be accepted if ballot bears a postmark of the US Postal Service dated no later than Election Day and the ballot is received by the County Clerk, within the required time. Absentee ballots from military are accepted without postmark if received prior to start of canvass.</p> <ul style="list-style-type: none"> <li>- W. Va. Code §§ 3-3-5(g)(2) 3-5-17</li> </ul>      |
| <p>November 9, 2020</p> | <p><b>Canvass Returns</b><br/> On the <b>5<sup>th</sup> day</b>, excluding Sundays, after General Election, County Commission, as the board of canvassers, meets to canvass General Election returns. The board of canvassers shall meet from day to day adjourning no longer than is absolutely necessary until the canvass is complete.</p>   |

|  |  |
|--|--|
| <p>Deadline depends on date canvass is completed in all jurisdictions.</p> | <p><b>Declare Results</b></p> <p>Upon completion of canvass, publicly declare the election results and wait <b>48 hours</b> (do not count Saturdays, Sundays and legal holidays) to allow for recount requests to be submitted.</p> <p>Multi-county races must wait until the last county declares results for the <b>48 hours</b> to begin. Notice will be provided by the Elections Division on the start times.</p>   |
| <p>Deadline depends on date results are declared</p>                       | <p><b>Recount</b></p> <p>Recount request must be made within <b>48 hours</b> of the declaration of results. If a candidate is on the ballot in more than one county, the <b>48 hours</b> begins after the final county's canvassing board declares the results. A candidate may demand a recount.</p> <p><b>Note:</b> If a recount has been demanded, the board of canvassers shall have <b>48 hours</b> in which to send notice to all candidates who filed for the office in which a recount has been demanded. Such recount shall be set for no sooner than <b>3 days</b> after serving the notice. After the notice is served, candidates so served shall then have an additional <b>24 hours</b> in which to demand a recount of precincts not requested to be recounted by candidate originally requesting recount. The recount is open to the public. However, only those authorized may handle election materials.</p> <ul style="list-style-type: none"> <li>- W. Va. Code § 3-6-9</li> </ul> |
| <p>Deadline depends on date results are declared and recounts</p>          | <p><b>Certify Results</b></p> <p><b>48 hours</b> after the declaration, <b>CERTIFY</b> election results in races where a recount was NOT requested.</p> <ul style="list-style-type: none"> <li>- W. Va. Code §§ 3-5-17, 3-6-9, 3-6-10</li> </ul>   |
| <p>Deadline depends on date election results are declared</p>              | <p><b>Contest General Election</b></p> <p>Within <b>10 days</b> after the results of election are <b>certified</b>, candidate may contest the General Election before the County Commission in which any general procedures, practices or results may be in issue. A contest is a legal proceeding. Legal counsel <i>should</i> (but not mandatorily) be obtained by parties involved.</p> <ul style="list-style-type: none"> <li>- W. Va. Code §§ 3-7-1, 3-7-6</li> </ul>   |

# Impact Fee Status Report

## October 2020

### Office of Impact Fees

#### Summary

Date Range: Thursday 1 through Saturday 31 October 2020

Report Date: 2 November 2020

Process Number Range: 2000266-2000553

Total Applications: 288

Total Non-Exempt: 285

*Of which:*

Commercial: 0

Residential: 285

*Of which:*

County: 9

Municipal: 276

Total Exempt: 3

*Of which:*

Commercial: 0

Residential: 3

*Of which:*

County: 3

Municipal: 0

Tables 1 through 7 summarize impact fee processing for October 2020. Table 8 represents account totals, pending the transfer of fees collected as shown in Table 1, including General Impact Fee Account (3111776) interest which is listed in Table 2.

**Table 1. Form 100 Tallies**

|                        | Exempt | Commercial | Residential  | Total               |
|------------------------|--------|------------|--------------|---------------------|
| 1 – 31 October 2020    | 3      | 0          | 285          | 288                 |
| Fees collected         |        | \$0.00     | \$720,396.00 | <b>\$720,396.00</b> |
| <i>Of which</i>        |        |            |              |                     |
| School Impact Fee      |        |            | \$658,167.00 | <b>\$658,167.00</b> |
| Law Enforcement Fee    |        | \$0.00     | \$1,584.00   | <b>\$1,584.00</b>   |
| Parks & Recreation Fee |        |            | \$54,465.00  | <b>\$54,465.00</b>  |
| EMS Fee                |        | \$0.00     | \$6,180.00   | <b>\$6,180.00</b>   |

**Table 2. Financial Data – Office of Impact Fees General Account (3111776)**

| Description  | Amount              |
|--|---------------------|
| Opening Statement Balance (1 October 2020)                             | \$96,149.64         |
| October Deposits (1 – 31 October 2020)                                 | \$720,396.00        |
| School September Transactions (withdraws via transfer on 23 Oct. 2020) | (\$86,048.45)       |
| Law September Transactions (withdraws via transfer on 23 October 2020) | (\$6,889.48)        |
| Parks & Rec Aug. Transactions (withdraws via transfer on 23 Oct. 2020) | (\$2,466.78)        |
| EMS September Transactions (withdraws via transfer on 23 October 2020) | (\$744.93)          |
| Interest Earned (31 October 2020)                                      | \$252.22            |
| <b>Ending Statement Balance (31 October 2020)</b>                      | <b>\$720,648.22</b> |
| <i>Outstanding Credits (deposits through 1 November 2020)</i>          | <i>\$0.00</i>       |

**Table 3. Financial Data – School Impact Fee Account (3107582)**

| Description   | Amount                |
|---|-----------------------|
| Opening Balance (1 October 2020)                                    | \$5,438,747.91        |
| September Transactions (deposits via transfer on 23 October 2020)   | \$86,048.45           |
| 2020 Impact Fee Recalculation Study for September (14 October 2020) | (\$7,840.00)          |
| Interest Earned (31 October 2020)                                   | \$2,318.28            |
| <b>Ending Balance (31 October 2020)</b>                             | <b>\$5,519,274.64</b> |

**Table 4. Financial Data – Law Enforcement Impact Fee Account (3120120)**

| Description   | Amount              |
|---|---------------------|
| Opening Balance (1 October 2020)                                    | \$171,734.70        |
| September Transactions (deposits via transfer on 23 October 2020)   | \$2,466.78          |
| 2020 Impact Fee Recalculation Study for September (14 October 2020) | (\$2,700.00)        |
| Interest Earned (31 October 2020)                                   | \$72.57             |
| <b>Ending Balance (31 October 2020)</b>                             | <b>\$171,574.05</b> |

**Table 5. Financial Data – Parks & Recreation Impact Fee Account (3122808)**

| Description   | Amount              |
|---|---------------------|
| Opening Balance (1 October 2020)                                    | \$296,971.13        |
| September Transactions (deposits via transfer on 23 October 2020)   | \$6,889.48          |
| 2020 Impact Fee Recalculation Study for September (14 October 2020) | (\$3,300.00)        |
| Interest Earned (31 October 2020)                                   | \$126.15            |
| <b>Ending Balance (31 October 2020)</b>                             | <b>\$300,686.76</b> |

**Table 6. Financial Data –EMS Impact Fee Account (3122816)**

| Description   | Amount             |
|---|--------------------|
| Opening Balance (1 October 2020)                                    | \$13,951.29        |
| September Transactions (deposits via transfer on 23 October 2020)   | \$744.93           |
| 2020 Impact Fee Recalculation Study for September (14 October 2020) | (\$2,425.00)       |
| Interest Earned (31 October 2020)                                   | \$5.42             |
| <b>Ending Balance (31 October 2020)</b>                             | <b>\$12,276.64</b> |

**Table 7. Total Impact Fees as of 1 November 2020/1**

| Description                           | Amount                |
|---------------------------------------|-----------------------|
| Office of Impact Fees General Account | \$720,648.22          |
| School Impact Fee Account             | \$5,519,274.64        |
| Law Enforcement Fee Account           | \$171,574.05          |
| Parks & Recreation Impact Fee Account | \$300,686.76          |
| EMS Impact Fee Account                | \$12,276.64           |
| <b>Total Impact Fees</b>              | <b>\$6,724,460.31</b> |

/1 These values represent both impact fees collected and interest earned. The general account includes the outstanding credits listed in table 2 and outstanding debits, if any, listed in tables 3-6.

**Table 8. Pending October 2020 Fee Transfers /1**

| Account                               | 31 October<br>2020<br>Account Totals | Pending Impact<br>Fee Transfers | Account Totals        |
|---------------------------------------|--------------------------------------|---------------------------------|-----------------------|
| School Impact Fee Account             | \$5,519,274.64                       | \$658,396.52                    | \$6,177,671.16        |
| Law Enforcement Fee Account           | \$171,574.05                         | \$1,586.52                      | \$173,160.57          |
| Parks & Recreation Impact Fee Account | \$300,686.76                         | \$54,482.66                     | \$355,169.42          |
| EMS Impact Fee Account                | \$12,276.64                          | \$6,182.52                      | \$18,459.16           |
| <b>Total Impact Fees</b>              | <b>\$6,003,812.09</b>                | <b>\$720,648.22</b>             | <b>\$6,724,460.31</b> |

/1 This table represents each of the impact fee category account totals as of 31 October 2020 listed in tables 3 – 6. Pending fee transfer amounts, excluding interest and any outstanding credits, collected in October 2020 are listed in table 1 of the General Account (3111776); these transactions will be processed in November 2020. Any outstanding credits, as listed in table 2, will be added to the next month's Impact Fee transfer amounts.



## Form 100 Transaction Summary

### Jefferson County Government – Office of Impact Fees

*Impact Fee Applications Processed between dates Thursday 1 through Saturday 31 October 2020*

| Permit Number              | Date       | Last Name | First Name       | Tax District     | Dead Book | Dead Page | Tax Map | Parcel | Impact Fees Collected | Date       | Exemption Reason |
|----------------------------|------------|-----------|------------------|------------------|-----------|-----------|---------|--------|-----------------------|------------|------------------|
| <b>Exempt Applications</b> |            |           |                  |                  |           |           |         |        |                       |            |                  |
| 2000267                    | 10/02/2020 | Grey      | Jason and Rhonda | 04 Harpers Ferry | 1238      | 421       | 12F     | 2      | \$0.00                | 10/02/2020 | Form 200         |
| 2000404                    | 10/07/2020 | Smith     | Markee           | 06 Kabletown     | 1249      | 587       | 4       | 102    | \$0.00                | 10/07/2020 | Form 200         |
| 2000553                    | 10/28/2020 | Wooster   | Malcome          | 06 Kabletown     | 954       | 56        | 8       | 8.3    | \$0.00                | 10/28/2020 | Form 200         |

**Category Count: 3**

**Category Total**

**\$0.00**

| <b>Non-Exempt Applications</b> |            |                 |              |                 |      |    |    |      |            |            |          |
|--------------------------------|------------|-----------------|--------------|-----------------|------|----|----|------|------------|------------|----------|
| 2000266                        | 10/02/2020 | Anthony Husted  | Thomas Meyer | 02 Charles Town | 1241 | 65 | 7  | 53.2 | \$6,700.00 | 10/02/2020 | N/A      |
| 2000268                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000269                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000270                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000271                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000272                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000273                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000274                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000275                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000276                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000277                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000278                        | 10/05/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/05/2020 | Form 260 |
| 2000279                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |
| 2000280                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |
| 2000281                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |
| 2000282                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |
| 2000283                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |
| 2000284                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |
| 2000285                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |
| 2000286                        | 10/06/2020 | Lynch Christian | Core         | 03 Charles Town | 1200 | 92 | 12 | 4    | \$2,283.00 | 10/06/2020 | Form 260 |

| Project Number                 | Date       | Last Name       | First Name | Tax District    | Deed Book | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date       | Completed Remarks |
|--------------------------------|------------|-----------------|------------|-----------------|-----------|-----------|---------|--------|-----------------------|------------|-------------------|
| <b>Non-Exempt Applications</b> |            |                 |            |                 |           |           |         |        |                       |            |                   |
| 2000287                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000288                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000289                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000290                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000291                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000292                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000293                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000294                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000295                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000296                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000297                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000298                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000299                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000300                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000301                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000302                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000303                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000304                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000305                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000306                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000307                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000308                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000309                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000310                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000311                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000312                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000313                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000314                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000315                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000316                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000317                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |
| 2000318                        | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260          |

| Proposal Number         | Date       | Last Name       | First Name | Tax District    | Deed Book | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date       | Exemption Reason |
|-------------------------|------------|-----------------|------------|-----------------|-----------|-----------|---------|--------|-----------------------|------------|------------------|
| Non-Exempt Applications |            |                 |            |                 |           |           |         |        |                       |            |                  |
| 2000319                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000320                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000321                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000322                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000323                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000324                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000325                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000326                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000327                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000328                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000329                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000330                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000331                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000332                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000333                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000334                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000335                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000336                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000337                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000338                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000339                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000340                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000341                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000342                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000343                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000344                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000345                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000346                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000347                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000348                 | 10/06/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |

| Project Number        | Date       | Case Name       | Fiscal Name | Tax District    | Assessed Value | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date       | Exemption Reason |
|-----------------------|------------|-----------------|-------------|-----------------|----------------|-----------|---------|--------|-----------------------|------------|------------------|
| Non-Exempt Abolitions |            |                 |             |                 |                |           |         |        |                       |            |                  |
| 2000349               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000350               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000351               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000352               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000353               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000354               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000355               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000356               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000357               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000358               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000359               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000360               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000361               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000362               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000363               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000364               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000365               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000366               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000367               | 10/06/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/06/2020 | Form 260         |
| 2000368               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000369               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000370               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000371               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000372               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000373               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000374               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000375               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000376               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000377               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000378               | 10/07/2020 | Lynch Christian | Core        | 03 Charles Town | 1200           | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |

| Process Number              | Date       | Last Name       | First Name | Tax District    | Deed Blk. | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date       | Exemption Reason |
|-----------------------------|------------|-----------------|------------|-----------------|-----------|-----------|---------|--------|-----------------------|------------|------------------|
| Non-Commercial Applications |            |                 |            |                 |           |           |         |        |                       |            |                  |
| 2000379                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000380                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000381                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000382                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000383                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000384                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000385                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000386                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000387                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000388                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000389                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000390                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000391                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000392                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000393                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000394                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000395                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000396                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000397                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000398                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000399                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000400                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000401                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000402                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000403                     | 10/07/2020 | Collis          | Joseph     | 07 Middleway    | 1245      | 523       | 29A     | 2      | \$6,700.00            | 10/07/2020 | N/A              |
| 2000405                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000406                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000407                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000408                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |
| 2000409                     | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/07/2020 | Form 260         |

| Project Number          | Date       | Last Name       | First Name | Tax District    | Deed Book | Deed Page | Tax Map Parcel | Impact Fees Collected | Date       | Evaluation Period |
|-------------------------|------------|-----------------|------------|-----------------|-----------|-----------|----------------|-----------------------|------------|-------------------|
| Non-Exempt Applications |            |                 |            |                 |           |           |                |                       |            |                   |
| 2000410                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000411                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000412                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000413                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000414                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000415                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000416                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000417                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000418                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000419                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000420                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000421                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000422                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000423                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000424                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000425                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000426                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000427                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000428                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000429                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000430                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000431                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000432                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000433                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000434                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000435                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000436                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000437                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000438                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |
| 2000439                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/07/2020 | Form 260          |

| FD-302#<br>Number       | Date       | Last Name       | First Name | Tax District    | Deed<br>Book | Deed<br>Page | Tax<br>Map | Parcel | Impact Fees<br>Collected | Date       | Exemption<br>Reason |
|-------------------------|------------|-----------------|------------|-----------------|--------------|--------------|------------|--------|--------------------------|------------|---------------------|
| Non-Exempt Applications |            |                 |            |                 |              |              |            |        |                          |            |                     |
| 2000440                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000441                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000442                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000443                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000444                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000445                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000446                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000447                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000448                 | 10/07/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/07/2020 | Form 260            |
| 2000449                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000450                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000451                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000452                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000453                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000454                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000455                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000456                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000457                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000458                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000459                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000460                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000461                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000462                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000463                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000464                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000465                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000466                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000467                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000468                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |
| 2000469                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200         | 92           | 12         | 4      | \$2,283.00               | 10/08/2020 | Form 260            |

| Process Number          | Date       | Last Name       | First Name | Tax District    | Deed Book | Deed Page | Tax Map | Parcel | Impact Fees Collected | Date       | Exemption Reason |
|-------------------------|------------|-----------------|------------|-----------------|-----------|-----------|---------|--------|-----------------------|------------|------------------|
| Non-Sample Applications |            |                 |            |                 |           |           |         |        |                       |            |                  |
| 2000470                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000471                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000472                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000473                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000474                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000475                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000476                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000477                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000478                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000479                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000480                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000481                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000482                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000483                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000484                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000485                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000486                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000487                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000488                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000489                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000490                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000491                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000492                 | 10/08/2020 | Hayslette       | Justin     | 06 Kabletown    | 1245      | 516       | 3A      | 117    | \$6,700.00            | 10/08/2020 | N/A              |
| 2000493                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000494                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000495                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000496                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000497                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000498                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000499                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000500                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12      | 4      | \$2,283.00            | 10/08/2020 | Form 260         |

| Process Number          | Date       | Last Name       | First Name | Tax District    | Debt Book | Debt Page | Tax Map Parcel | Impact Fees Collected | Date       | Exemption Reason |
|-------------------------|------------|-----------------|------------|-----------------|-----------|-----------|----------------|-----------------------|------------|------------------|
| Non-Exempt Applications |            |                 |            |                 |           |           |                |                       |            |                  |
| 2000501                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000502                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000503                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000504                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000505                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000506                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000507                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000508                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000509                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000510                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000511                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000512                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000513                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000514                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000515                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000516                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000517                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000518                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000519                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000520                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000521                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000522                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000523                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000524                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000525                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000526                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000527                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000528                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000529                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000530                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |
| 2000531                 | 10/08/2020 | Lynch Christian | Core       | 03 Charles Town | 1200      | 92        | 12 4           | \$2,283.00            | 10/08/2020 | Form 260         |

| Proposal Number                | Date       | Last Name          | First Name       | Tax District    | Dist Cont | Dist Page             | Tax Map | Parcel              | Impact Fees Collected | Date       | Exemption Taxcode |
|--------------------------------|------------|--------------------|------------------|-----------------|-----------|-----------------------|---------|---------------------|-----------------------|------------|-------------------|
| Non-Stamp Applications         |            |                    |                  |                 |           |                       |         |                     |                       |            |                   |
| 2000532                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000533                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000534                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000535                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000536                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000537                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000538                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000539                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000540                        | 10/08/2020 | Lynch Christian    | Core             | 03 Charles Town | 1200      | 92                    | 12      | 4                   | \$2,283.00            | 10/08/2020 | Form 260          |
| 2000541                        | 10/09/2020 | Lutman Land        |                  | 07 Middleway    | 1247      | 93                    | 18      | 151                 | \$6,700.00            | 10/09/2020 | N/A               |
| 2000542                        | 10/19/2020 | Esteemed Homes     |                  | 06 Kabletown    | 1248      | 614                   | 6C      | 34-37               | \$6,700.00            | 10/19/2020 | N/A               |
| 2000543                        | 10/19/2020 | Petry              | Cody             | 07 Middleway    | 1202      | 398                   | 2A      | 132                 | \$6,700.00            | 10/19/2020 | N/A               |
| 2000544                        | 10/19/2020 | Petry              | Cody             | 07 Middleway    | 1202      | 398                   | 2A      | 133                 | \$6,700.00            | 10/19/2020 | N/A               |
| 2000545                        | 10/19/2020 | President's Point, |                  | 08 Ranson Corp  | 1059      | 359                   | 8G      | 37                  | \$7,281.00            | 10/19/2020 | N/A               |
| 2000546                        | 10/19/2020 | President's Point, |                  | 08 Ranson Corp  | 1059      | 359                   | 8G      | 38                  | \$7,281.00            | 10/19/2020 | N/A               |
| 2000547                        | 10/19/2020 | President's Point, |                  | 08 Ranson Corp  | 1059      | 359                   | 8G      | 39                  | \$7,281.00            | 10/19/2020 | N/A               |
| 2000548                        | 10/19/2020 | President's Point, |                  | 08 Ranson Corp  | 1059      | 359                   | 8G      | 40                  | \$7,281.00            | 10/19/2020 | N/A               |
| 2000549                        | 10/19/2020 | President's Point, |                  | 08 Ranson Corp  | 1059      | 359                   | 8G      | 41                  | \$7,281.00            | 10/19/2020 | N/A               |
| 2000550                        | 10/19/2020 | President's Point, |                  | 08 Ranson Corp  | 1059      | 359                   | 8G      | 42                  | \$7,281.00            | 10/19/2020 | N/A               |
| 2000551                        | 10/23/2020 | Fisher             | Bonnie and       | 06 Kabletown    | 1121      | 116                   | 9       | 4.5                 | \$6,700.00            | 10/23/2020 | N/A               |
| 2000552                        | 10/27/2020 | Smith              | Corey and Brooke | 07 Middleway    | 1231      | 668                   | 23A     | 22                  | \$6,700.00            | 10/27/2020 | N/A               |
| <b>Category Count: 285</b>     |            |                    |                  |                 |           | <b>Category Total</b> |         | <b>\$720,396.00</b> |                       |            |                   |
| <b>TOTAL APPLICATIONS: 288</b> |            |                    |                  |                 |           | <b>Grand Total</b>    |         | <b>\$720,396.00</b> |                       |            |                   |